

DD/A Registry
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MEMORANDUM FOR: James H. McDonald
Associate Deputy Director for Administration

VIA: Director of Training and Education

FROM: STAT
Course Director
Administration Directorate Trends and Highlights
18-21 October 1983

SUBJECT: Responses to "Quality of Life" Request

In response to your request, the 18-21 October class of the Administration Directorate Trends and Highlights course submitted the attached suggestions on how the Agency might improve the "Quality of Life" of its employees. These suggestions have been compiled from written comments made by the students. The original documents are available for review, if you so desire.

Attachment:
Student Suggestions and Summary

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Student Suggestions and Summary

A. Parking/Transportation

1. Provide more parking spaces for employees on shift schedules.
2. Increase frequency of shuttle service on existing runs. If this is not feasible, then stop discouraging people from using their own cars.
3. Provide shuttle service between buildings where none exists (i.e. NPIC; C of C to Rosslyn).
4. Increase the number of parking spaces at Headquarters; this should be a consideration for the new building.
5. Provide public transportation from suburbs (including Maryland) to the Headquarters Building.
6. Improve parking situation for Agency employees assigned to Ames Building. Employees are waiting more than two years for a slot and parking is still not available and there is no relief in sight.
7. Provide mini buses to take non-Agency visitors from main gate to the main entrance. This would provide the Headquarters greater control over visitors and improve security of compound. With the increase of terrorist incidents throughout the world, security is a great concern to employees.
8. Solve the parking problem if it exists or dispel the perception that there is a problem if one truly does not exist.

B. Cafeteria/Food Service/Health Factors

1. Improve quality of food in cafeteria. Quality is not commensurate with price.
2. Find way to reduce the crowded conditions in Headquarters cafeterias. They are too crowded and, therefore, not a proper environment for a lunch break.
3. Hot food should be available for employees on a shift schedule. Food from the machines lacks nutritional value. Hot food should also be available in the CofC
4. Have lounge/eating areas in all outlying buildings.
5. Replace furniture in Headquarters cafeteria.

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C. Recreation

1. Reopen ticketron service.
2. Expand EAA store.
3. Increase hours of Headquarters gymnasium use.
4. Improve facilities offered in gymnasium.
5. Offer mini physical fitness facilities at outlying buildings.

D. Environment (Buildings/Offices)

1. Improve appearance of reception areas (i.e. Ames) which is first exposure of Agency to potential employees.
2. Improve Headquarters corridors/doors (bright colors, posters). Suggest art work depicting functions of offices (i.e. computer art - ODP; airline posters of foreign countries - DO and geographic DI areas; satellite photos, etc.).
3. Provide more work space and more modern furniture. Offices are overcrowded and therefore, not conducive to efficiency.
4. Improve quality and frequency of cleaning offices.
5. Provide more conference rooms.
6. Provide lockers for belongings, lounge areas and mini cafeteria for shift workers.
7. Prohibit smoking or provide proper ventilation in areas which are closed in or where ventilation is poor.

E. Personnel

1. Upgrade clerical and technical slots. Commo clerical positions need to be upgraded in accordance with the upgrading that has taken place for other clerical positions throughout the Agency.
2. Workshops/seminars on what benefits/rewards keep the morale of employees at a high level. In conversations with employees of the Agency and private industry, it is apparent that the "little things" are what employees appreciate in the long run.

3. Provide some form of compensation for employees who are under cover.
4. Organize more group get-togethers for DA personnel.
5. Provide Employee Bulletin Boards in all buildings and establish a system that facilitates the posting of all ads, on all boards, wherever they are located.
6. Reopen Credit Union at Building.

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